

Model letter to request home working

Dear (add name)

I am writing regarding your planning for staffing levels, your risk assessment for staff and my own position. I would like to draw your attention to the following matters that you should consider when you are looking at my role in light of the very high rates of Covid.

(Insert your personal relevant information)

I would like you to agree that given these circumstances arrangements will be put in place to enable me to work from home for the next few weeks (subject to review).

If you propose to require me to come into the workplace given my medical position - I would be grateful if you would let me know the reason/s (including a copy of the risk assessment and, where appropriate, the equality impact assessment relating to my position) for that request.